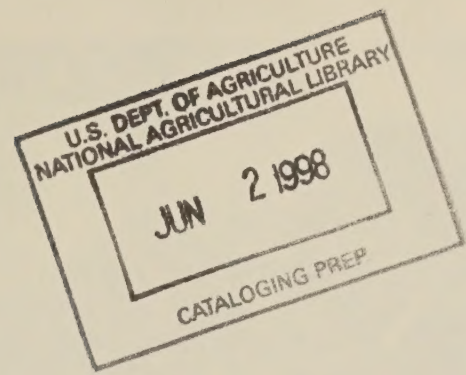


Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

aHD9004
.D47
1966



The Department of Agriculture and the President Join in the "WAR ON WASTE"

U.S. DEPARTMENT OF AGRICULTURE • OFFICE OF PERSONNEL • WASHINGTON, D.C.



United States
Department of
Agriculture



National Agricultural Library

GREAT DAY FOR THE DEPARTMENT

ely does the President of
nited States visit the De-
ent offices of the Executive
n. When he does it has to
omething pretty special.
in April the USDA "War
ste" provided just such a
occasion, prompting a
the Department from the
House and a personal
ential greeting to each of
mployees responsible for
cost-cutting achievements valued
at over \$26 million.

President Johnson was welcomed
in front of the Department as
he arrived to commend, individ-
ually, Department employees for
money-saving achievements.

"The record of the Department of Agriculture shows that effective and efficient Government is responsive, warm, and concerned with our people. That is why I wanted to say thanks to each of you for what you have done, and to tell you that I will be watching in the days ahead for any improvements that you can make. I wanted to let you know that all the people in this land are grateful to you for not being satisfied with that old, worn-out phrase 'Well, we have always done it this way.' You are looking up, not down. You are moving ahead, not backward. That truly is the real strength of our Government."

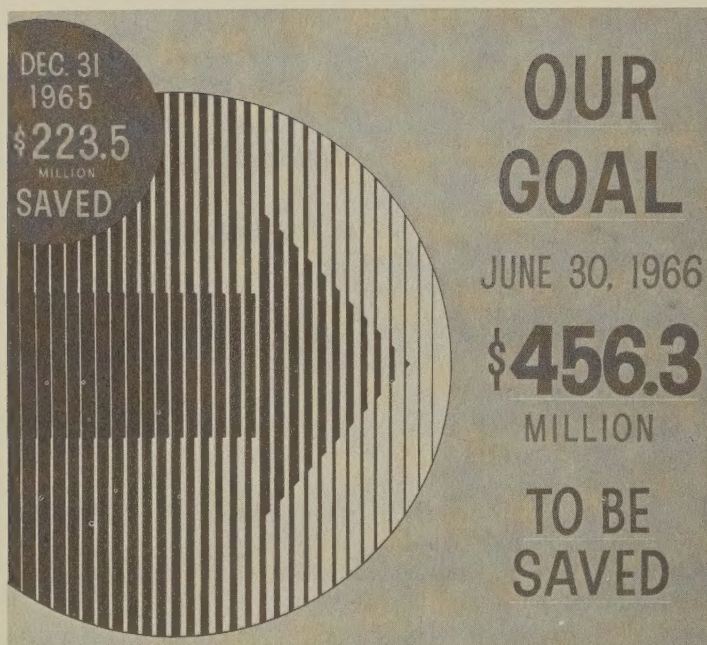
LYNDON B. JOHNSON

"These employees dared to try something different."

"They demonstrated that resources can be 'stretched' and reallocated. They proved that operating costs can be cut, and that added costs can be avoided. With them the old way is not necessarily the best way."

"For these special efforts, we recognize them. For these accomplishments, we give them a Special Merit Award."

ORVILLE L. FREEMAN



U.S. DEPARTMENT OF AGRICULTURE COST REDUCTION THROUGH OPERATIONS IMPROVEMENT

A CONCERTED EFFORT

- TO SEEK LESS EXPENSIVE METHODS
- TO AVOID INCREASES IN COST
- TO "STRETCH" TAX DOLLARS
- TO ELIMINATE MARGINAL ACTIVITIES

MANAGEMENT AND SUPERVISORY SUPPORT

- AT THE DEPARTMENT LEVEL
- AT THE AGENCY LEVEL
- AT THE WORK SITE

EMPLOYEE PARTICIPATION and RECOGNITION

- SUGGESTIONS FOR IMPROVEMENT
- SPECIAL STUDIES
- CASH AND MERIT AWARDS

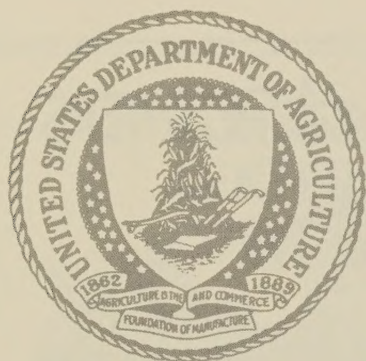
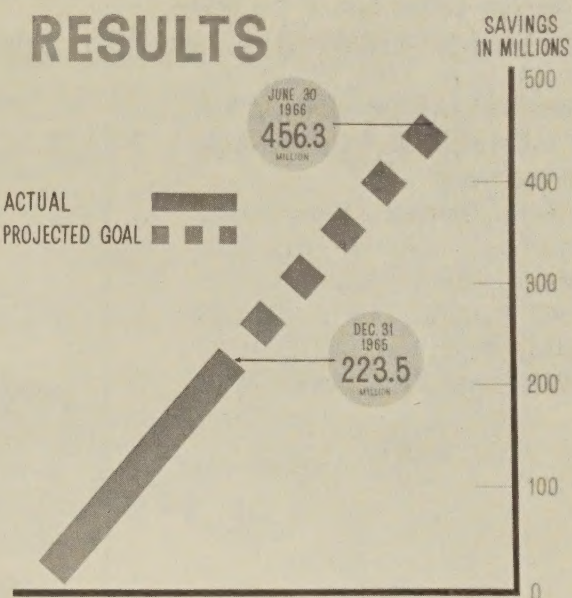


"THE FRONT LINES OF THE 'WAR ON WASTE' ARE CONTINUING TO MOVE TO WHERE IT COUNTS MOST...WHERE THE WORK IS DONE... (THESE ARE SOME OF) THE SMALL AND LARGE THINGS THAT HAVE BEEN DONE IN ALL QUARTERS OF THE DEPARTMENT TO SAVE MONEY."

FROM THE SECRETARY'S COST REDUCTION REPORT TO THE PRESIDENT, FEBRUARY 25, 1966

RESULTS

ACTUAL
PROJECTED GOAL



What the Awards Were all About

SIXTEEN RESIDENT INSPECTOR POSITIONS AT 10 FIELD STATIONS WERE ABOLISHED. Inspection of many more plants producing a larger variety of veterinary biologics is now carried out from a central office at Ames, Iowa. Savings are being used to provide urgently needed expansion to cover more of the products requiring testing under the Virus-Serum Toxin Act.

CENTRALIZED INSPECTION OF VETERINARY BIOLOGICS



ANNUAL SAVINGS
\$74,000

BEING USED TO EXPAND URGENTLY
NEEDED LAB TESTINGS OF BIOLOGICS

VETERINARY BIOLOGICS DIVISION • AGRICULTURAL RESEARCH SERVICE

Old System: Professional veterinarians gather data in the field on dairy herds that must be posted to a herd history file. Veterinarians used to spend two or more hours each week doing clerical work.

New System: Veterinarians send herd data to the State Office. **CLERICAL PEOPLE, AND NOT VETERINARIANS, WILL POST TO THE RECORD.** SAVINGS: \$241,000.

ESTABLISHMENT OF UNIFORM PROGRAM RECORDS SYSTEM

BEFORE **NOW**

FIELD VETERINARIANS RELIEVED OF 23.8 MAN YEARS OF CLERICAL WORK

ANNUAL SAVINGS \$241,000.00

ANIMAL HEALTH DIVISION • AGRICULTURAL RESEARCH SERVICE

Old System: Each package of cut flowers and foliage, shipped from Hawaii to the United States, was individually inspected and certified to prevent the spread of disease and insects. Item-by-item inspection was slow and costly.

New System: Inspection is now on a total plant basis. **INSPECTORS CHECK THE PLANT AND ITS PROCESSES AND SAVE THE COST AND TIME DELAY IN ITEM-BY-ITEM INSPECTION.** Expected savings to the Government—\$13,000. To the industry—\$50,000.

NEW WAY OF CERTIFYING *Cut* FLOWERS

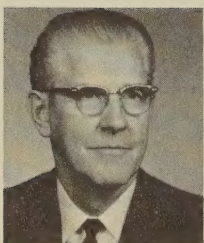
Before **NOW**

Entire premises CERTIFIED prior to shipment

Each box CERTIFIED at plant quarantine office

SAVINGS
\$13,200
per year

PLANT QUARANTINE DIVISION • PORT OFFICE, HAWAII AGRICULTURAL RESEARCH SERVICE

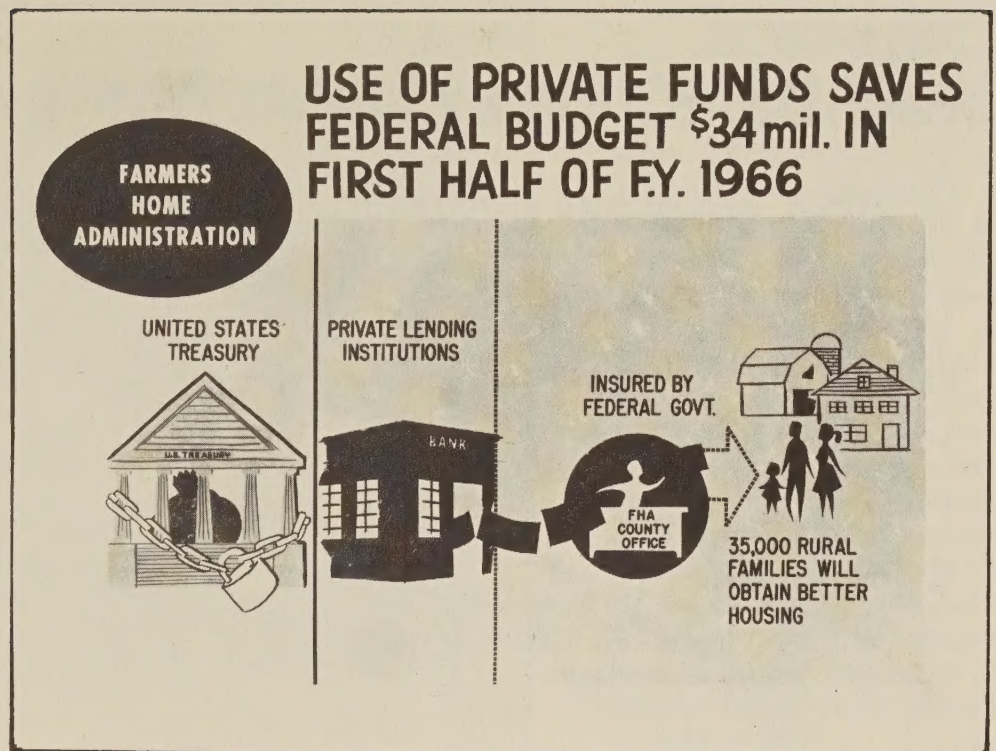


RICHARD B. GOSSOM, Jr. initiated and supervised "Operation X-ray," which stimulated the submission of over 5,000 employee ideas. Savings from these suggestions currently estimated above \$400,000.



POULTRY GRADING GROUP found a way to manage a workload increase without a like increase in staff. Actions, including the consolidation of 11 managerial districts into 4, and increased use of intermittent employees, saved \$230,000.

The Farmers Home Administration makes loans for the construction of housing in rural areas where credit is scarce. Under the Insured Loan programs, the FHA WILL MAKE RURAL HOUSING LOANS FROM FUNDS PROVIDED BY PRIVATE INVESTORS with payment guaranteed by the Government. Previously, such loans were made from funds borrowed from the U.S. Treasury. During the period November 5 through December 31, 1965, FHA made 3,581 such loans totaling \$34,-357,490. Federal funds are now available for programs in other agencies.



CONSERVATION CENTER CONSTRUCTION DESIGN

REDUCED COSTS THROUGH

- STANDARD BUILDING PLANS & SPECIFICATIONS
- EFFICIENT CONTRACTS AND PROCUREMENT

SAVINGS CALENDAR YEAR 1965

\$700,000

U. S. FOREST SERVICE



Because of tight time schedules, plans were made to use trailer camp construction to house Conservation Center enrollees. Through personal sacrifice and long hours of uncompensated time standard plans and specifications were developed. These resulted in CONSERVATION CENTERS THAT COST LESS TO BUILD AND MAINTAIN, LAST LONGER, AND LOOK BETTER.

POULTRY INSPECTION GROUP implemented a series of management controls which increased operating efficiency. Workload increases in 1965 would have required an additional 107 man-years and \$1,119,000 had the 1964 workload/man-power ratio been experienced.

SOIL SURVEY EDITORIAL UNIT effected a series of improvements in procedures, organization, and management which increased the productivity of the unit. A workload increase of 28 percent is being met with no increase in staff. This represents savings of \$58,000.



FIRE DETECTION BY AERIAL PATROL

CLOSES DOWN 238 LOOKOUTS

ELIMINATED

- PERSONNEL COSTS
- SERVICE AND SUPPORT COSTS
- MAINTENANCE AND REPLACEMENT COSTS

SAVINGS
\$293,700
ANNUALLY

U.S. FOREST SERVICE



The application of improved technology to an old problem can pay big. THE ELIMINATION OF THE MAINTENANCE AND MANNING OF OVER 200 FIRE LOOKOUTS THROUGH the use of Aerial Fire Patrols is an example.

A BLUE RIBBON COMMITTEE CONDUCTED A TOP TO BOTTOM SEARCH FOR POSSIBLE ACTIONS TO PROMOTE EFFICIENCY AND ECONOMY. All employees and organizational units were included. Many proposed improvement actions are already accomplished and a follow-up is underway to insure that potential savings become realized savings.

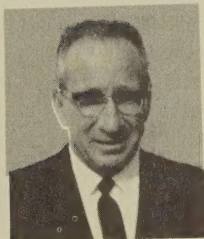
MANAGEMENT IMPROVEMENT REVIEW A SEARCH FOR EXCELLENCE



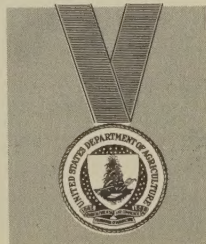
U.S. FOREST SERVICE
NORTHERN REGION
MISSOULA, MONTANA

IDENTIFIED
2,265 ACTION RECOMMENDATIONS

POTENTIAL SAVINGS
\$1,000,000



LEVERETT W. McMILLAN developed a core drill barrel clamp to be mounted on drilling rigs, replacing a cumbersome core barrel rack. This modification will provide greater safety and will save \$9,000 annually.



STORAGE AGREEMENTS BRANCH, INVENTORY MANAGEMENT DIVISION negotiated a reduction in the commercial storage rates for Government grain and cotton, resulting in savings of \$16,300,000.

REA LOAN SAVINGS

ELECTRIC and TELEPHONE

FIRST HALF FY 1966



LOANS SAVED

\$56,300,000

LOANS MADE

\$194,590,000

THROUGH CAREFUL SCREENING OF LOAN NEEDS AS RELATED TO PROGRAM OBJECTIVES, REA SAVED \$56 IN NEW LOANS FOR EVERY \$100 OF LOANS APPROVED IN THIS PERIOD. THE SHORT RUN EFFECT OF THIS IS TO MAKE REA LOAN FUNDS AVAILABLE FOR OTHER MORE ESSENTIAL DEVELOPMENT. THE LONG RUN EFFECT IS TO ACHIEVE THE REA MISSION AT LOWER COST TO THE GOVERNMENT.

RURAL ELECTRIFICATION ADMINISTRATION

During the first 6 months of fiscal 1966, REA took program actions which SAVED \$56,300,000 IN RURAL ELECTRIC AND TELEPHONE LOANS. This included \$52,300,000 in proposed electric generation and transmission loans and \$4,000,000 in proposed rural telephone loans. The power survey and other work of REA resulted in screening out proposed loans which did not meet REA policy requirements or program objectives. With respect to proposed electric generation and transmission loans, it was determined that the alternatives offered by existing power supply arrangements were in the best interest of the program and new REA financing could be avoided.

Old System: Duplicates of 25,000 insurance policies held by REA borrowers were reviewed annually. Numerous letters were written to borrowers regarding expirations and coverages.

New System: Standard insurance policies are now used for REA borrowers. Borrowers submit certifications as to the standard policies in force. Maximum use is made of automatic data processing for recordkeeping and controls, formerly done manually.

Results: ELIMINATED NEED TO REVIEW AND FILE 25,000 POLICIES ANNUALLY. Net savings of \$36,300.

SAVINGS IN REA INSURANCE ACTIVITIES

BEFORE

9 EMPLOYEES
25,000 DUPLICATE POLICIES REVIEWED ANNUALLY
5,000 LETTERS PREPARED ANNUALLY
24 ADDITIONAL FILE CASES

\$110,500

ANNUAL ADMINISTRATIVE COST

AFTER

5 EMPLOYEES
UTILIZATION OF STANDARD POLICIES
ONLY 500 LETTERS PREPARED ANNUALLY
APPLICATION OF ADP EQUIPMENT
USE OF BORROWERS CERTIFICATIONS
24 FILE CASES ELIMINATED

\$74,200

ANNUAL ADMINISTRATIVE COST

A **33%**
REDUCTION
IN COSTS

PROGRAM SERVICES DIVISION • INSURANCE BRANCH • RURAL ELECTRIFICATION ADMINISTRATION



MANAGEMENT DATA SERVICE CENTER, OMASD; NEW ORLEANS, LA., innovated and improved work performance which reduced costs of USDA's centralized payroll and personnel recordkeeping system by \$526,000 annually.



TIMBER MANAGEMENT STAFF, FS; MISSOULA, MONT., improved saw log scaling by using sample and weight scaling methods leading to annual savings of \$64,100.

SCS

NEW CORE DRILL CLAMP

- SAVES \$9,000.00 Per Year
- REDUCES SAFETY HAZARD



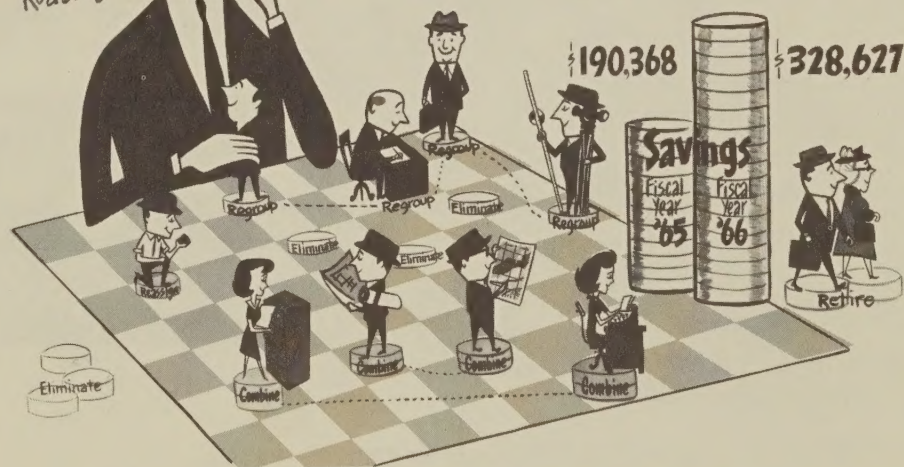
SOIL CONSERVATION SERVICE • CORE DRILL UNIT; WACO, TEXAS

A NEW CORE BARREL CLAMP TO AID IN REMOVING SOIL AND ROCK SAMPLES WAS DEVELOPED by an inventive core drill specialist in Texas. Besides reducing personal injuries, this invention saves 1½ hours per day per drilling rig. Intangible benefits from safety features may even outweigh the tangible benefits of \$9,000.

Regroup
Combine
Eliminate
Reassign
Regrade

POSITION MANAGEMENT in SCS

**Saves \$190,368 in Fiscal Year 1965
and \$328,627 in Fiscal Year 1966**



A program of continuing review of positions written into management policy allows management to focus resources on higher priority work and cut costs in the process. Before any vacancy is filled, all ALTERNATIVES FOR ELIMINATING THE POSITION THROUGH REGROUPING RESPONSIBILITIES, REASSIGNMENT, COMBINING POSITIONS, REGRADING OR OTHER METHOD MUST FIRST BE EXPLORED. Cost reductions obtained in this manner carry over into the future and result in sounder organizational structures.



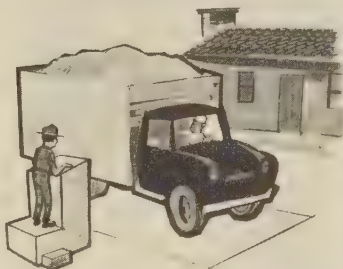
DIVISIONS OF ENGINEERING AND OPERATION, FS; PORTLAND, OREG., took action, which led to the construction of specially designed wood-frame facilities instead of trailers, to house first Job Corps enrollees. First year savings exceeded \$500,000; with additional savings of \$200,000 in annual maintenance costs and longer life.



JOHN V. MONTAGUE developed and implemented a new approach to REA activities concerning borrower insurance compliances. Actions, including the elimination of annual review of 25,000 policies, and the use of automatic data processing, reduced staff from 9 to 5 people. Savings, \$36,000.

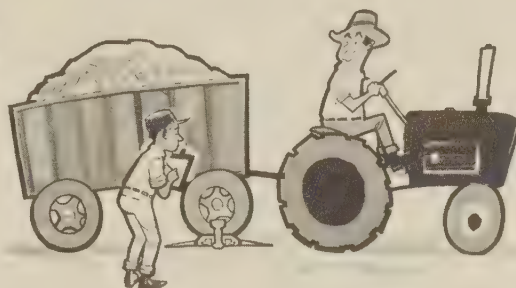
SRS NEW METHOD OF WEIGHING STATISTICAL SAMPLES OF CORN

BEFORE



PUBLIC SCALES

NOW



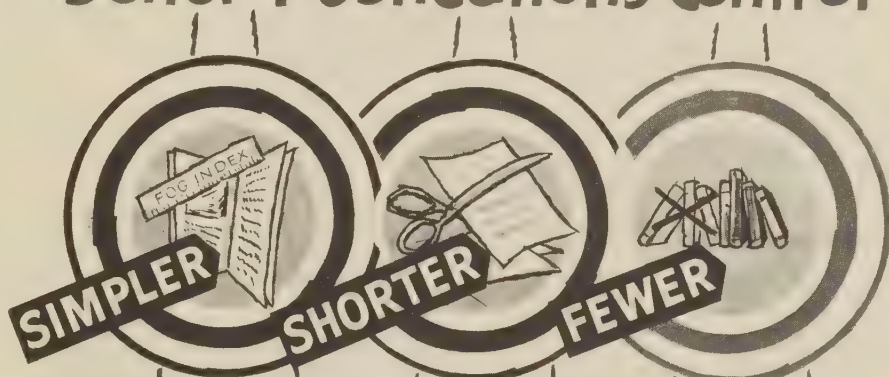
PORTABLE SCALES IN FIELD

SAVINGS: \$29,500.00 (FY-1966)

Wheat production estimates are made in part from accurate count and weight of grains in each of 5,000 statistical samples, taken from fields in 17 States. Each sample of 10 wheat heads is rubbed by hand to separate grains from the chaff. Chaff is blown away by mouth or fan. It takes 10 minutes to thresh, count, and weigh each sample.

The solution was to MODIFY A KITCHEN BLENDER FOR THRESHING, AND ADD A SMALL VACUUM CLEANER to draw away chaff through tubing. Clean grains are ready for counting. Time per sample is cut in half and \$800 a year saved. Equipment may be adjusted for other small grains and sorghum.

Better Publications Control



SAVINGS: \$135,000 FY 1966

OVER ONE HALF MILLION DOLLARS
SINCE JANUARY 1964

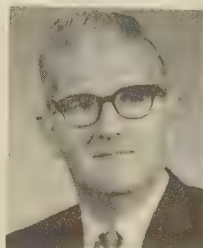
OFFICE OF INFORMATION

The Publications Control Program is a constant effort by the Office of Information and Department agencies working toward three main targets—SIMPLER, SHORTER, AND FEWER PUBLICATIONS TO KEEP THE PUBLIC INFORMED on USDA programs and services. Achievements during the first 6 months of fiscal 1966 have produced savings of \$135,000, bringing the savings to date since this effort began in January 1964 to \$530,000.

This has been done by less use of color, more careful selection of type, elimination of self-covers, elimination of unnecessary blank pages, illustrations and appendices, and reduced numbers of copies by more carefully planned distribution.



DEPARTMENT MAIL-MESSENGER TASK FORCE conducted a detailed study of mail-messenger operations in the Department, the results of which will produce annual savings of \$100,000 and reduce mail transit time.

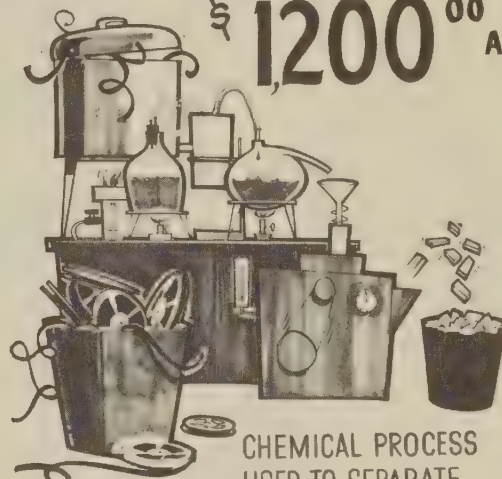


FRANK H. BAKER initiated and led in the development of common use 4-H Club literature for all State Extension Services to use rather than develop their own. Total funds saved \$95,000, of which \$36,100 are Federal funds.

The silver is a byproduct of the Department's normal film processing activities. All black-and-white film emulsions contain minute specks of silver. During the final stages of development, some of this silver is removed by the fixing solution. This solution is pumped between two electrodes. The electrodes, charged by low voltage current, attract the silver and hold it. For each 5,000 feet of 35 mm film processed, 5 ounces of 99.9 percent PURE SILVER IS RECOVERED.

RECOVERY OF SILVER FROM FILM SAVES OFFICE OF INFORMATION

\$ 1200⁰⁰ A YEAR



CHEMICAL PROCESS
USED TO SEPARATE
SILVER FROM FILM



U.S. TREASURY

SILVER THEN SOLD
TO U.S. TREASURY

OFFICE OF INFORMATION - MOTION PICTURE SERVICE

Several existing buildings, including an auditorium, three large residences, and a mess hall have been UTILIZED BY THE DEPARTMENT TO ESTABLISH A TRAINING CENTER. This Government-owned facility is conveniently located in Northern Virginia within easy reach of USDA headquarters. Savings in per diem costs alone will total \$52,000 in fiscal year 1966.

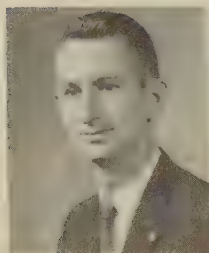
MULTIPLE USE OF EXISTING FACILITIES

USDA BEEF CATTLE RESEARCH STATION
ALSO SERVES AS USDA TRAINING CENTER



SAVINGS TO FEDERAL GOVERNMENT \$52,000.00 FY-66
(IN PER DIEM COSTS ALONE)

OFFICE OF PERSONNEL



ELMER E. JONES, Jr. developed a completely automated mobile system for determining water usage patterns on farmsteads. The cost of studies made possible with this equipment is at least \$27,000 less annually than other systems.

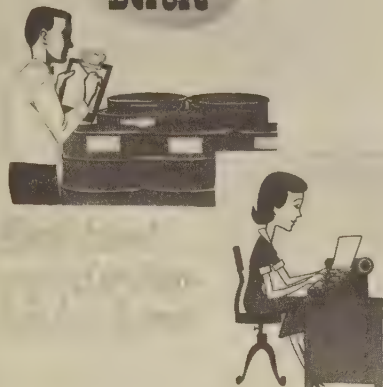


BELLA E. SHACHTMAN and JEANNE M. HOLMES developed and implemented a plan which resulted in formal arrangements to publish commercially, at no cost to USDA, the Dictionary Catalog of the National Agricultural Library, 1862-1965 (68 volumes). Savings to the Government are \$339,000.

Operations Improvement Label Photography

PESTICIDE SHIPMENT

Before



NOW...labels recorded immediately by polaroid camera



SAVINGS
\$3,200
per year

PESTICIDES REGULATION DIVISION

AGRICULTURAL RESEARCH SERVICE

A record must be kept of labels on pesticides shipped in interstate commerce.

Old System: A field examiner hand-copied label information on a work sheet. A typist then typed up the record. This system was slow, costly, and subject to error.

New System: SNAP A PICTURE OF THE LABEL WITH A POLAROID CAMERA AND FILE THE PRINT. This is faster, cheaper, and there are no errors. Savings expected: \$3,200.

ASCS

REDUCTION OF GRAIN STORAGE RATES...

through intensive Study and Renegotiation

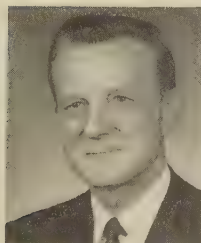


SAVINGS: $\frac{3}{1000}$ of a cent per bushel per day

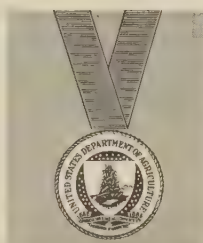
\$15,000,000 (FY-1966)

AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE

The Commodity Credit Corporation negotiated a reduction in grain storage rate of three one-thousandths of a cent per bushel per day—this small item WHEN MULTIPLIED BY THE GOVERNMENT'S GRAIN INVENTORY — PRODUCED A 15 MILLION DOLLAR SAVINGS.



RALPH G. McINTYRE initiated a study which resulted in changing maintenance and repair of USDA office machines from annual service contracts to a per-call basis. Savings in excess of \$250,000 resulted.



THEODORE A. NEUBAUER adapted and implemented a new method of acreage determination on 120,000 sample areas to update the conservation needs inventory. This method, started in November 1965, will save \$500,000.

ASCS Washington

Position Review



SAVINGS IN SALARIES and FRINGE BENEFITS

\$1,100,000 (JAN. 1964 • NOV. 1965)

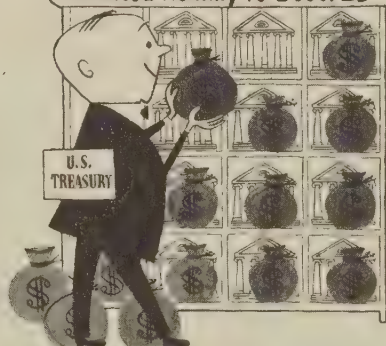
AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE

ONE AGENCY REQUIRES EACH OF ITS TOP MANAGERS ONCE A YEAR TO PERSONALLY REVIEW AND JUSTIFY EACH POSITION IN HIS ORGANIZATION. The object—to get more for every salary dollar spent. In two years, this agency has cut out 115 unneeded jobs.

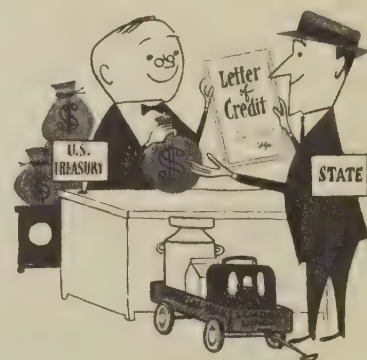
ADVANCING OF FUNDS TO STATES MONTHLY WAS REPLACED BY A "LETTER OF CREDIT" system whereby funds are not released until a specific claim is received. Interest charges were reduced by \$1,200,000 in the settlement of claims totaling \$250 million in one year. Adopted by other Departments, this system now produces Government-wide savings.

Before

SCHOOL LUNCH SPECIAL MILK FUNDS
Advanced Monthly to STATES



NOW ...Paid as needed



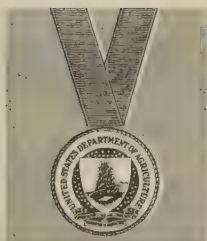
PROBLEM REDUCE FINANCING COSTS OF U.S.D.A. PROGRAMS

SOLUTION ESTABLISH A LETTER OF CREDIT SYSTEM

SAVINGS IN INTEREST COST TO TREASURY **\$1,200,000** (FISCAL YEAR 1965)

SCHOOL LUNCH AND SPECIAL MILK PROGRAM

CONSUMER AND MARKETING SERVICE



ANDREW B. PHUCAS developed and implemented a new method of packaging nonfat dry milk in less expensive containers which will save \$120,000 annually.



RALPH W. WAYNE initiated and led in the conversion to automatic data processing of dairy herd improvement association program records in Minnesota. Total savings, \$51,500, of which \$19,600 are Federal funds.

An executive of the Consumer and Marketing Service looking at the array of telephone equipment planned for his office, asked the question: "What will this cost the Government?" After finding that most of the glamour items carried a monthly rental fee, HE ASKED THAT THE SYSTEM BE REPLACED BY AN ECONOMY MODEL. Costs avoided in this one office came to \$4,900 a year.

COST EFFECTIVENESS ANALYSIS IN ACTION



U.S. DEPARTMENT OF AGRICULTURE

Question

Does an Elaborate, Sophisticated Push Button Office Intercom System save enough of the Busy Executive's Time to offset the Increased Cost?

Answer

ONE TOP MANAGER IN C&MS DID SOME FIGURING AND WENT BACK TO A SIMPLE BUZZER SYSTEM

SAVINGS:
\$4900 a year

CONSUMER AND MARKETING SERVICE

MAGNETIC TAPE TYPEWRITER INCREASES OUTPUT and CUTS COSTS

BEFORE



NOW



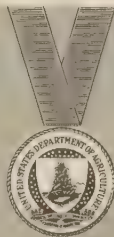
SAVINGS (FY 1966) \$5200

Economic and Statistical Analysis Division • Economic Research Service

Rough drafts of reports and letters are fed into this magnetic tape typewriter. Substantial time is saved in making author changes and proofreading corrected copy. This machine is capable of reproducing error-free final copy at 160 words per minute. INITIATING THE USE OF THIS MACHINE SAVED \$5,200. Final typing errors were eliminated. Two man-years of additional clerical work were processed without increasing staff.



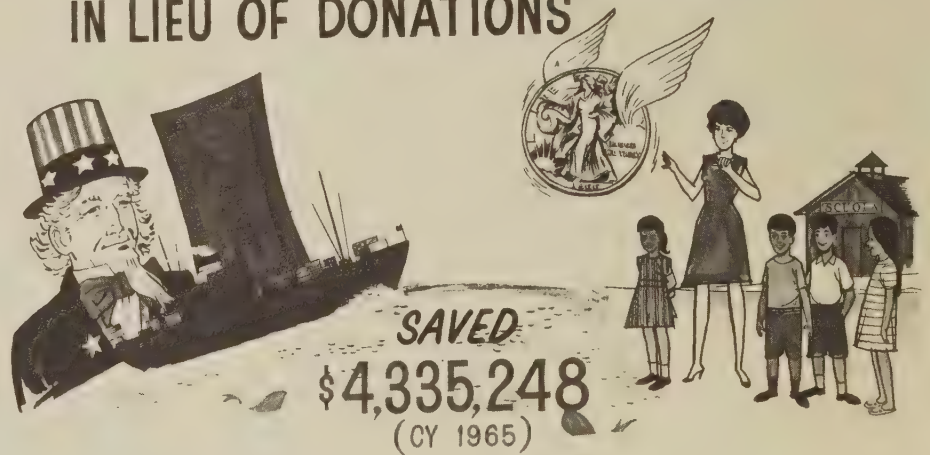
CLARENCE M. ELLERBE and GLEN E. MURRAY developed and implemented a plan for reorganization of soil survey activities in South Carolina, which will increase production and improve the quality of work, resulting in savings of \$252,500.



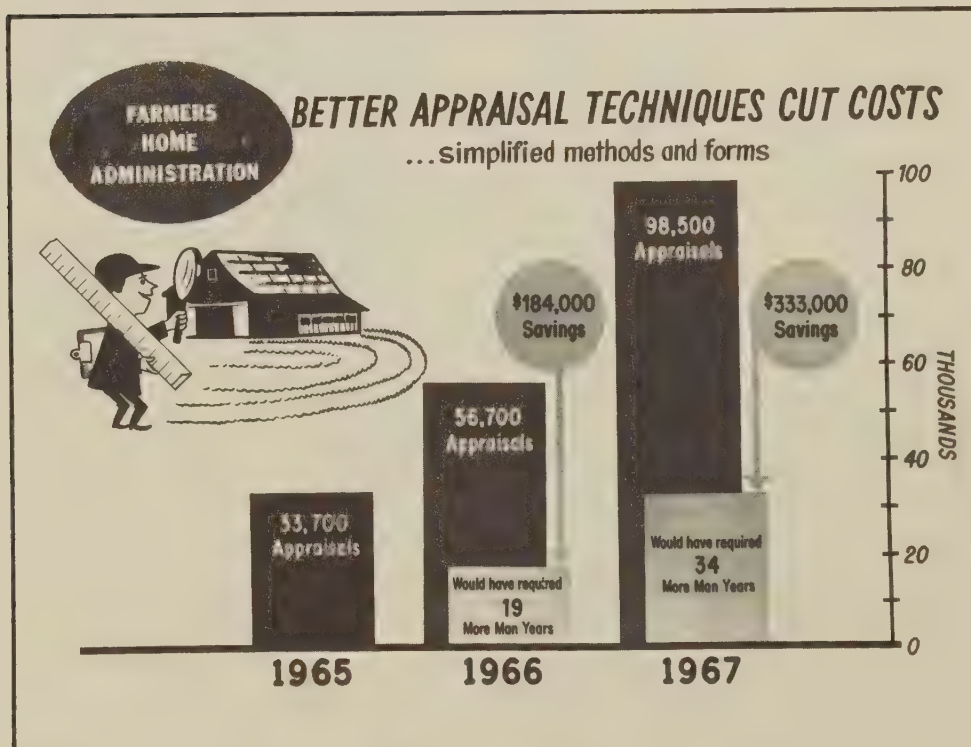
LYLE P. SCHERTZ and RICHARD J. CANNON revised foreign grain reporting systems to allow for greater ease of analysis, decision-making, and production of statistical publications; saving \$38,000.

The United States, which has been donating food to charitable agencies for distribution abroad, is ASKING THE AGENCIES WHEREVER POSSIBLE TO PAY PART OF THE COST. Food is being offered for this charitable purpose at about one-half the world price. The United States collected over four million dollars from this effort in 1965. There will be more savings in 1966.

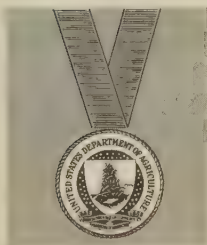
CONCESSIONAL SALES TO CHARITABLE ORGANIZATIONS IN LIEU OF DONATIONS



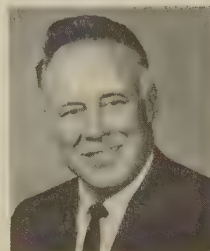
General Sales Managers Office • Foreign Agricultural Service



A good look at Real Estate appraisal methods resulted in new cost-saving forms and procedures. SIMPLIFIED, SEPARATE APPRAISAL FORMS WERE DEVELOPED FOR FARM AND NONFARM LAND. Time required to make an appraisal has been reduced ¼ hour for nonfarm land and 1¼ hours for farm land. Cost avoidance over the next two fiscal years totals \$517,000, representing 53 man-years.

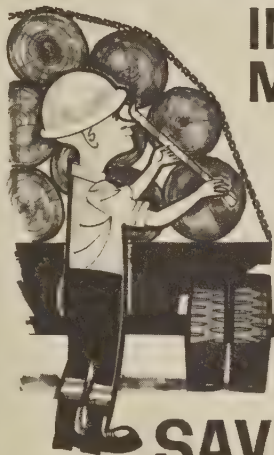


LOUISIANA STATE PROGRAM STAFF helped introduce a new method of protecting a large earthfill dam by use of soil-cement in lieu of traditional riprap. Total savings, \$161,200, of which \$80,000 are Federal funds.



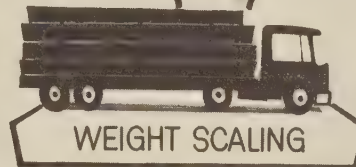
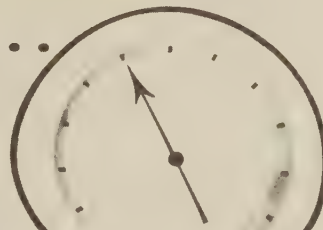
DONALD M. LOFTUS suggested elimination of the licensed inspector grade required of counties before nonstorable corn could be sold, which resulted in savings of \$25,500.

SAW LOG MEASUREMENT... IMPROVED METHODS



NORTHERN REGION
MISSOULA, MONTANA

SAMPLE
SCALING



WEIGHT SCALING

SAVINGS \$64,100.00

CALENDAR YEAR 1965

U.S. FOREST SERVICE

Increased numbers of logs per truckload caused truck delays at scaling stations. Each log had to be measured separately. The solution: SAMPLE MEASUREMENTS WERE TAKEN AND WEIGHT-QUANTITY RELATIONSHIPS DETERMINED. Some \$64,100 was saved in making measurements.

Old Method: Conventional micrometers were used to make precise cell measurements of wood specimens for research. The many steps required to prepare slides and make measurements took 67 hours.

New Tool Developed: THE DUAL LINEAR MICROMETER permits the making of measurements directly on the surface of a wood specimen in only 3 hours. Savings: \$23,830.

WOOD CELL MEASUREMENT WITH

DUAL LINEAR MICROMETER

at the
U.S. FOREST SERVICE
FOREST PRODUCTS
LABORATORY

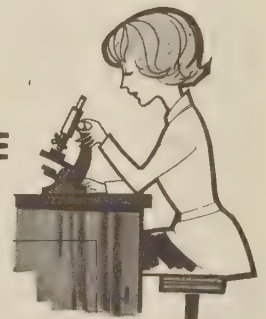
effected

SAVINGS OF \$23,800

CALENDAR YEAR
1965



SLIDE
SPECTRUM
67 HOURS



DIRECT
OBSERVATION
3 HOURS



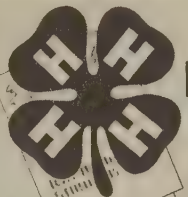

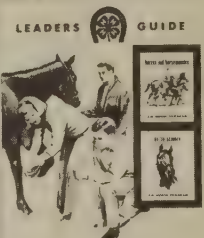
SYSTEMS DESIGN AND ANALYSIS DIVISION automated the method used to determine excessive weight losses in cotton bales, making possible greater recovery through claims. Estimated annual savings, \$57,000.





WAREHOUSE SERVICES BRANCH, TRANSPORTATION AND WAREHOUSE DIVISION planned, organized, and effected the consolidation of the warehouse examination programs of C&MS and ASCS into one unit. Estimated savings, \$157,000 annually.

By eliminating duplicate efforts to produce 4-H Horse Project literature, A BETTER PRODUCT AT A LOWER COST WAS DEVELOPED. Federal out-of-pocket savings of \$36,000 were more than matched by savings to the various States.

4-H CLUB HORSE PROJECT LITERATURE IMPROVED...COST REDUCED


Past

Now

Each State Extension Service Developed 4-H Club Horse Project Literature.

State Extension Services Co-operating to Develop Common Use 4-H Club Horse Project Literature.

Results

Improved 4-H Club Horse Project Literature for all State Extension Services
 + Savings of \$36,000. A Better 4-H Club Horse Program for all State Extension Services at less Cost.

NATIONAL AGRICULTURAL LIBRARY PUBLIC CATALOG

WILL BE PUBLISHED
AT NO COST TO U.S.D.A.
BY A PRIVATE FIRM

- 1,500,000 CATALOG CARDS
- 68 VOLUMES
- \$952 PER SET
- MOST COMPREHENSIVE AGRICULTURAL LIBRARY CATALOG IN THE WORLD

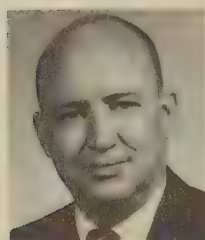
TOTAL SAVINGS

\$339,000

NATIONAL AGRICULTURAL LIBRARY • TECHNICAL SERVICES



This is the most comprehensive agricultural catalog in existence. It contains over one and one-half million cards, and is needed by research workers throughout the world. The National Agricultural Library had planned to publish 200 sets of this catalog in book form to be distributed to land-grant colleges. INTENSIVE EFFORT LED TO AWARD OF A CONTRACT TO A COMMERCIAL PUBLISHER who will market the catalog himself. He offered the lowest price and best quality. Savings include the salaries of three staff members (\$28,000), costs to produce page negatives for printing (\$121,000) and the publication of 200 sets at (\$190,000).



JOHN M. HEJL initiated centralization of field inspection of establishments producing veterinary biologics and expanded testing capacity. Savings, \$74,000 annually.



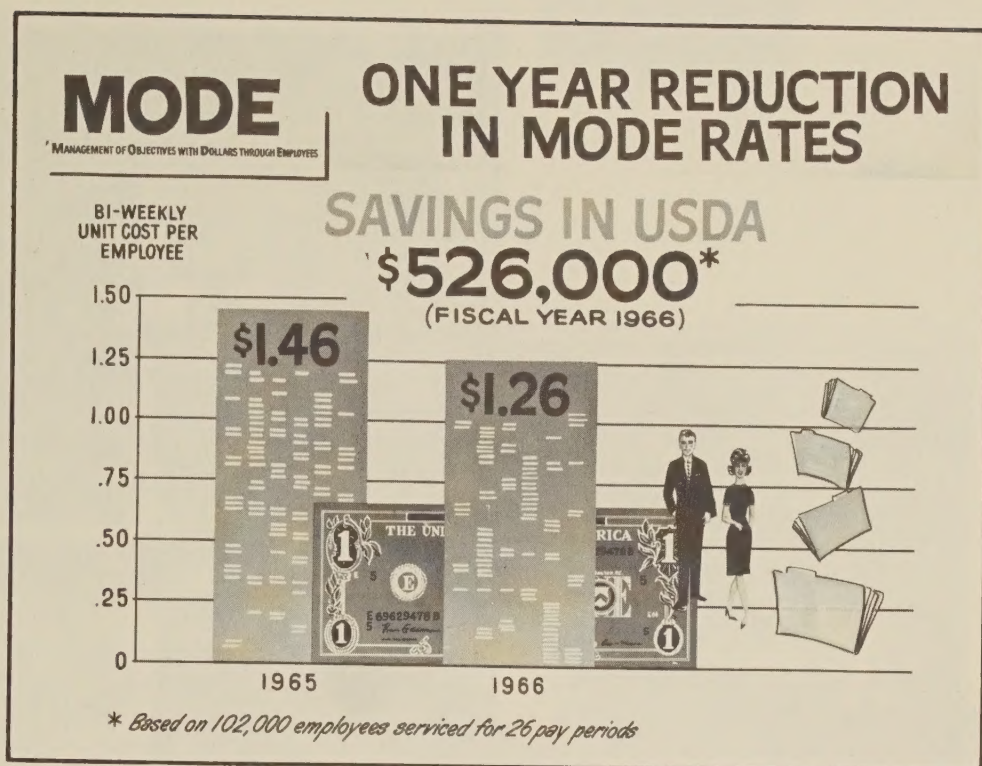
HERBERT J. DUTTON and VERLE L. DAVISON simplified the procedure for finding the positions of unsaturation in the molecular structure of edible vegetable oil products. Processing time was reduced from 1 week to 1 hour, saving \$34,700 the first year.

The MODE system uses data processing equipment to handle payroll, personnel reporting, and related financial reporting work for the Department of Agriculture.

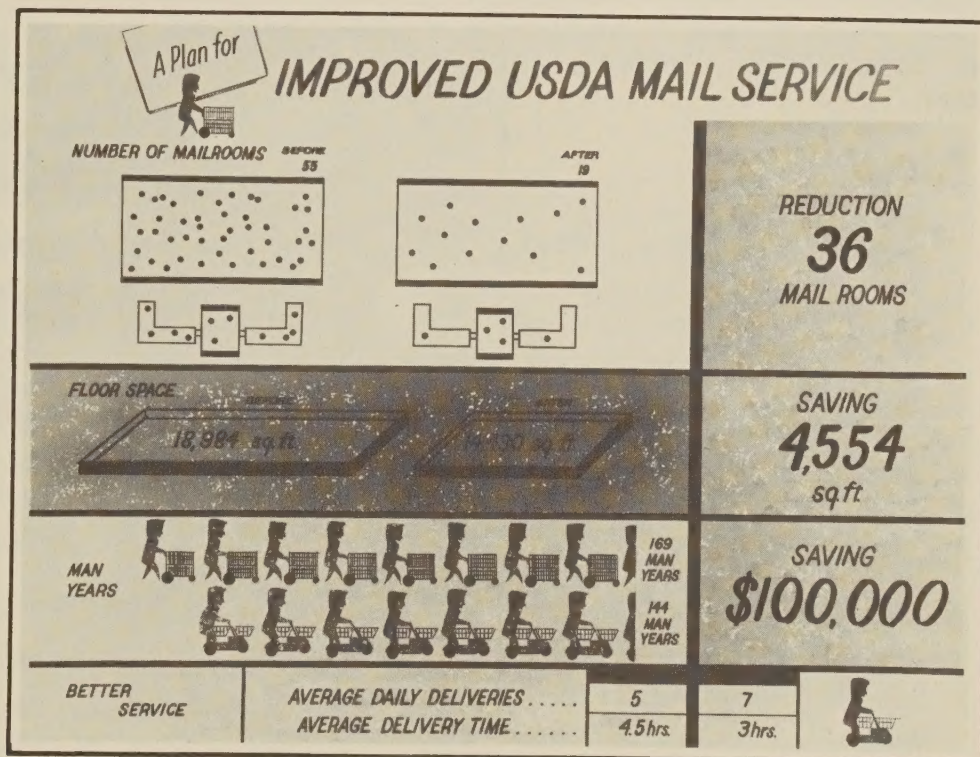
Since the system was installed, 87 payroll offices have been reduced to one.

Man-years required for this work have been reduced by 261.

Charges to agencies are based on a fixed rate per employee each pay period. Through exploiting the use of the computer and through a dramatic increase in productivity per employee, the Center this year reduced the cost of this work by 13.5 percent. Total cost reduction is \$526,000.



A new Department mail service consolidating operations will increase efficiency and provide cost reductions. COMBINING 55 SEPARATE MAIL ROOM OPERATIONS INTO 19 will utilize improved methods and provide faster service. Savings arising from reduced space and personnel requirements are estimated at \$100,000 annually. Savings from improved services are inestimable.



AD HOC COMMITTEE FOR REVIEW OF ADVANCE OF FUNDS PROCEDURES AND LOAN BUDGET CONTROLS gave recommendations, based on their findings, which led to simplification of REA policies, procedures, and forms for loan budget controls and advance of loan funds in the rural telephone program. Savings, \$58,700 annually.



PROGRAM ADMINISTRATIVE STUDIES UNIT, ANIMAL HEALTH DIVISION, ARS; HYATTSVILLE, MD., developed and installed a system which brought about nationwide uniformity in the management of program records, allowing field veterinarians to devote more time to technical work. Savings are \$241,000 annually.

CLEANSWEEP CAMPAIGN • FEB. 1966

The Problem . . . 934,000 CUBIC FEET OF RECORDS

OCCUPYING 155,000 FILING CABINETS

WORTH \$7,000,000 +

USING 778,000 SQUARE FEET OF FLOOR SPACE

VALUED AT \$2,500,000 +

THE SOLUTION! 20% REDUCTION

DISPOSE OF OBSOLETE RECORDS

"I am asking each agency and staff office head to conduct a special 'Cleansweep' Campaign to dispose of unneeded records, equipment and supplies in every office and work station."

CLEAN OUT OVERBURDENED FILES

RETURN EXCESS FORMS AND SUPPLIES FOR REUSE

REPORT ALL UNUSED FURNITURE AND EQUIPMENT

DISPOSE OF UNNEEDED PUBLICATIONS USED FOR REFERENCE

SEND RECORDS NOT IN USE TO FEDERAL RECORDS CENTER

This is AN OLD-FASHIONED SPRING HOUSEKEEPING CAMPAIGN conducted by employees in USDA to clear out old records, turn in unused equipment and supplies, etc.

The campaign goal—Clean out 20 percent of the record space.

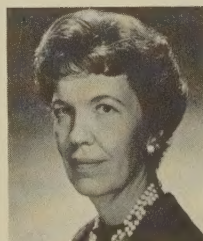
USDA CLEANSWEEP SCORECARD – FINAL SCORE			
	ACTION RECOMMENDED	✓	RESULTS
RECORDS OBSOLETE*	DESTROY		DESTROYED 79,395 CU. FT.
NON-CURRENT	SEND TO FEDERAL RECORDS CENTER		SENT TO F.R.C. 25,072 CU. FT.
PUBLICATIONS* STOCKS OF LEAFLETS PAMPHLETS, BOOKS, ETC. REFERENCE FILES OF BOOKS, MAGAZINES, LEAFLETS, ETC.	DESTROY OR RETURN FOR REUSE		DESTROYED OR RETURNED 44,860 CU. FT.
EQUIPMENT FURNITURE, OFFICE MACHINES, CABINETS, LABORATORY AND SHOP EQUIPMENT, ETC.	DECLARE EXCESS		DECLARED EXCESS VALUE \$893,932 **
SUPPLIES STOCKS OF PENS, PENCILS, FORMS, FOLDERS AND OTHER OFFICE SUPPLIES	TURN IN FOR REUSE		TURNED IN VALUE \$24,986 **

* ONE WASTERBARKET FULL COUNTS AS ONE CUBIC FOOT
** AN ESTIMATED ORIGINAL ACQUISITION COST TO GOVERNMENT

U.S. DEPARTMENT OF AGRICULTURE - OFFICE OF PLANT & OPERATIONS
FEBRUARY 28, 1966



EMPLOYEE DEVELOPMENT DIVISION, OP; WASHINGTON, D.C., developed a system of control, coordination, funding, and maintenance for the USDA Training Center, utilizing existing Government facilities at Front Royal, Va. Savings in per diem costs for training programs or conferences are over \$52,000 annually.



DIANA M. SMITH participated in the development and pioneering of the use of a dual linear micrometer for making precise anatomical measurements on wood specimens. Savings in making measurements: \$23,800.



FIRE DETECTION ANALYSIS GROUP, MT. HOOD NATIONAL FOREST analyzed the fire detection system on the Mt. Hood National Forest, which resulted in a change from ground lookout detection to aerial patrol, with annual savings to the Pacific Northwest Region of \$250,000.

NATIONAL AGRICULTURAL LIBRARY



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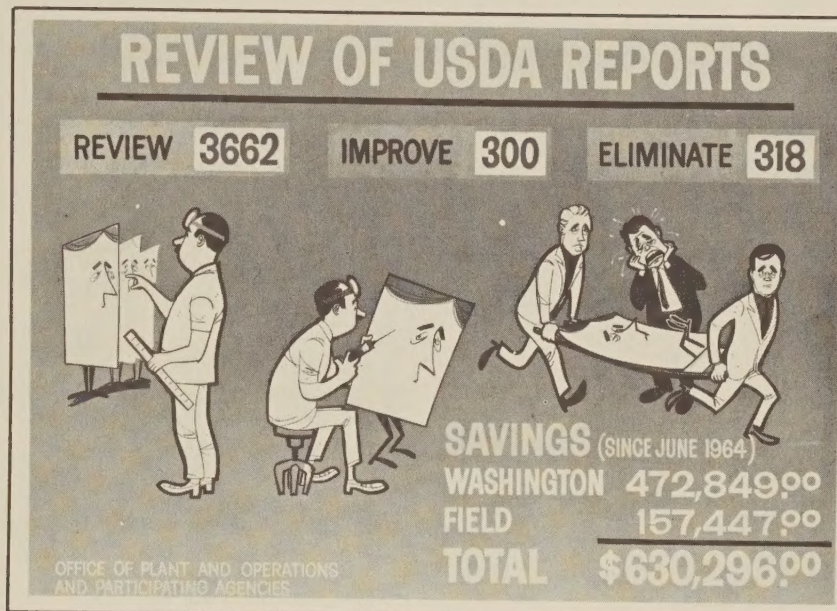
Everyone talks about unneeded reports—but who does anything about them.

In Agriculture we put 3,662 reports to the test and

ELIMINATED—318

IMPROVED —300

SAVED —\$630,296



Corn production estimates are made from data obtained by mail surveys and measurement in sample fields. As a check on estimating methods, the 1965 project was set up to weigh actual output of 250 sample fields in five States.

WITH PORTABLE SCALES, WEIGHING WAS DONE ON THE FARM. The empty wagon was weighed, loaded in the field directly from the picker, and reweighed. No extra handling was required. Hauling costs of \$35,000 saved, less \$5,500 to rent the scales, resulted in \$29,500 saved, and less inconvenience to farmers.



OFFICE OF THE GENERAL SALES MANAGER replaced food donation programs under Public Law 480 by concessionary sales programs in foreign agricultural assistance. Savings: \$4,335,000.

NORTHERN REGION MANAGEMENT IMPROVEMENT REVIEW COMMITTEE conducted a thorough regionwide management improvement review which resulted in 2,265 recommendations from less than 2,200 full-time employees. Those which were adopted in 1965 have produced over \$500,000 savings.

Escorted into Department by Director of the Bureau of the Budget, Charles L. Schultze, and Secretary Freeman, President Johnson addressed awardees in Patio--personally presented citations to employees--reviewed cost-cutting accomplishments with agency heads, and returned to White House limousine with gift record of USDA's recent cost reductions.

